



## MARYWELL CONFERENCE AND TRAINING CENTRE

### Visitor Information

Aberdeen Foyer recognises its responsibilities under the Health and Safety at Work Act 1974 and will seek to implement the Act in all activities within its control. The Foyer will endeavour to conduct its activities without risk to the health, safety, and welfare of its employees, project users, visitors and the general public.

Floor plans are located at the Marywell Reception area and in every room in the Marywell Centre and at Head Office, No 18 Marywell Street.

Event hosts/organisers and visitors should familiarise themselves with Fire Exits and all other facilities at the Marywell Centre and at Head Office, No18 Marywell Street.

Event hosts/organisers are responsible for signing delegates in and out of the event. In the event of a Fire the information will be required by the Emergency Services

### **FIRE**

A Fire Alarm test is carried out on a weekly basis. The test is scheduled for 09:15 every Wednesday morning.

#### **Discovering a fire**

On discovering a fire please break the glass on the fire point nearest to you unless it is not safe for you to do so. Refer to floor plans for the location of the nearest fire points.

Do not attempt to tackle the fire yourself unless you have received appropriate fire training. If possible contact a member of staff to deal with the situation.

In the event of a fire, the alarm will sound throughout the building. Please make your way to the nearest Fire Exit as shown on the floor plan and from there go to the designated Assembly Point.

Distinctive green coloured signs displaying "**FIRE EXIT**" are displayed throughout the buildings. **DO NOT USE THE LIFT.**

Please leave the building via the Fire Exits as quickly as possible and in an orderly fashion.

Under **no** circumstances should anyone re-enter the building until such times as they are instructed it is safe to do so.

#### **Assembly Point**

The Assembly Point is located at the bottom of Affleck Street (the turning point at the end nearest South College Street). See enclosed map.

If you are at all unsure of the location please ask a member of staff on your arrival at the building.

#### **In the event of an accident**

The First Aid point of Aberdeen Foyer is at the main reception desk. There is a First Aid box and an Accident Book behind the reception desk. In the event of an accident please contact the main reception to arrange for emergency services/First Aid as applicable. All accidents on these premises will and **MUST** be recorded.

## **Use of Equipment by Project Users/ Visitors**

All equipment provided by Aberdeen Foyer will be set up by Foyer Staff, please contact reception to arrange any modifications or if you experience any technical issues.



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#### **Own Equipment**

In the interests of safety we do not allow the use of own equipment unless it can be shown that the equipment has been PAT tested. Please contact our Office Manager in the first instance.

#### **Domestic Arrangements**

The Marywell Centre has full disabled access by means of a lift/ramp.

There are disabled toilet facilities and ladies/gents on both floors.

For those wishing to smoke there is a designated smoking area with a smoking shelter at the side of the building. Please turn left at the front door.